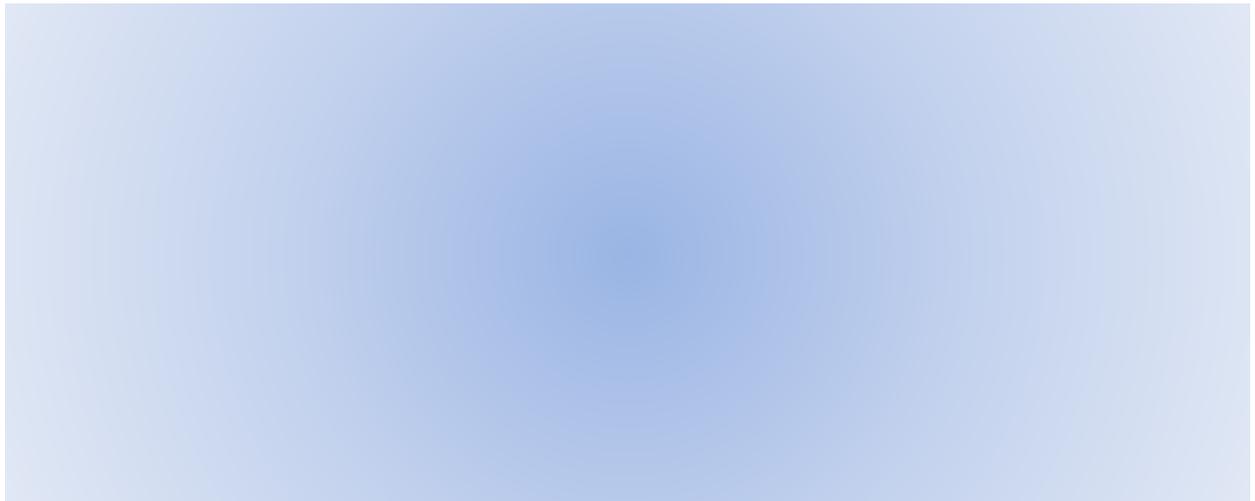




# Hardwick and Cambourne Community Primary School

## First Aid Policy

Date Reviewed: Summer 2025  
Reviewed by: Governing Body  
Next Planned Review: Summer 2027



## **Safeguarding Statement**

At Hardwick and Cambourne Community Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Hardwick and Cambourne Community Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

## Purpose

To ensure that the welfare and well-being of pupils is secure.

This policy outlines the school's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. This policy will be reviewed on a 2 year cycle.

## Aims

- To identify the first aid needs of the School in line the Health and Safety at Work Act 1974.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

## Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the School's First Aid arrangements.
- To keep accident records and to report to the Health and Safety Executive (HSE) under the Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR).

## Relationship to other policies

This policy should be read in conjunction with the school's health and safety policy and the local authority policy relating to educational visits.

## Roles and Responsibilities

The **headteacher** is responsible for implementing the policy, identifying a responsible senior staff member for managing first aid, the administration of medicines, and ensuring that appropriate resources and staff are available and trained. They should ensure that the policy and information on the school's arrangements for first aid are made available to parents.

**The staff member/s** responsible must draw up procedures in consultation with health specialists, ensure that they are kept up to date and that records are maintained, and provide information to staff.

**The Appointed Person** need not be a First Aider, but should have undertaken emergency first aid training. They will:

- Take charge when someone is injured or becomes ill
- Ensure that an ambulance or other professional medical help is summoned when appropriate

**The First Aider** First Aiders are volunteers, however they must attend refresher training every 3 years.

They will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

In selecting first aiders Heads should consider the person's:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties. A first aider must be able to leave to go immediately to an emergency.

### **Arrangements for monitoring and evaluation**

The safeguarding group will receive a termly report on any accidents that have resulted in a RIDDOR, in addition to any staff training, and/or the nature of any complaints received.

### **Re-assessment of first-aid provision**

As part of the school's annual monitoring

- The Head teacher will review the schools' first aid needs following any changes to staff, building/site, activities, off-site facilities etc.
- The head teacher will monitor the number of trained first aiders, and provide refresher first aid training when required.
- The head teacher will also monitor the emergency first aid training.
- The first aider will check the contents of the first aid boxes termly.

### **Providing Information**

The Head teacher will ensure that all staff are informed about the schools' first aid arrangements, through the staff handbook which staff are requested to sign to say they have read.

## **PROVISION**

### **How many first aid personnel are required?**

The Head teacher will decide on the number of first aid personnel required. The Head teacher will consider the needs of specific times, places and activities in deciding on their provision.

In particular consideration to the following will take place:

- Off-site PE
- School trips
- Adequate provision in case of absence, including trips
- Out of hour's provision, eg. Afterschool clubs.

Arrangements should be made to ensure that the required level of cover of both First Aiders and Appointed Persons is available at all times when people are on school premises.

## Qualifications and Training

The school is responsible for making sure whoever trains its staff is competent.

There are four types of provider to choose from. They offer:

- regulated qualifications from an awarding organisation (AO) – these are recognised and regulated by Ofqual, the Scottish Qualifications Authority (SQA) or the Welsh Government
- voluntary approval schemes, such as a trade body accredited by a third party – the United Kingdom Accreditation Service (UKAS) is the national accreditation body recognised by government
- independent training where the provider can prove their competence
- training from one of the three Voluntary Aid Societies recognised by the government:
  - St John Ambulance
  - British Red Cross
  - St Andrew's First Aid

## First Aid materials, equipment and facilities

The Head teacher must ensure that an appropriate number of first aid kits for the site are available, this can be decided by the level of risk identified in risk assessment and the first aid needs risk assessment.

All first aid kits must be marked with a white cross on a green background

- The school mini bus must carry a first aid kit
- First aid kits must accompany PE teachers off-site
- First aid kits must accompany teachers off-site on school trips

Spare stock should be kept in school.

The responsibility for checking and restocking first aid kits are:

- In school: an Office Administrator
- On the minibus: the School Business Manager
- For off-site PE / school trips: the named member of staff leading the trip.

## Accommodation

The Head teacher must provide a suitable room for medical treatment and care of unwell children during school hours. This need not be a dedicated area but should be close to a lavatory and contain a washbasin. This area is the school office on both sites.

## Hygiene / Infection control

Staff must follow basic hygiene procedures.

Single use disposable gloves must be worn when treatment involves blood or other body fluids.

Care should be taken when disposing of dressings or equipment.

## Reporting accidents

The First Aider must keep a record of any reportable injury, disease or dangerous occurrence, through Medical Tracker. This must include:

- The date and time
- Method of reporting,
- Place of the event; exact location
- Personal details of those involved and a
- Brief description of the nature of the event or disease.

The following accidents must be reported to the health & safety team, via the Head of Campus/Headteacher:

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days

Involving pupils and visitors:

Accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with a work activity.

I.e. if it relates to

- Any school activity, both on or off the premises
- The way the school activity has been organised or managed
- Equipment, machinery or substances
- The design or condition of the premises

The HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The school will report accident to the Health and Safety team who will then report, as necessary, to the HSE under RIDDOR.

The Headteacher / Head of Campus must complete incident report form on-line available at [www.reportincident.co.uk/cambridgeshire](http://www.reportincident.co.uk/cambridgeshire)

## Record keeping

Statutory accident records: These accident records (written or electronic) must be readily accessible and kept for a **minimum of three years**.

The Head teacher must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of their injury/illness and what first aid was given
- What happened to the person immediately afterwards
- Name and signature of first aider or person dealing with the incident.

The Head teacher must have in place procedures for ensuring that parents are informed of significant incidents.

### **Monitoring**

Accident records can be used to help the Head teacher and the Governing Body identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigation purposes.

